



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 3.2.1	Subject: <b>EMERGENCY MANAGEMENT</b>
Chapter 3: Facility/Program Operations	Page 1 of 2
Section 2: Safety and Emergency Management Plans	Effective Date: Nov. 18, 2009
Signature: /s/ Mike Ferriter, Director	Revised: 06/18/12

## **I. POLICY**

The Department of Corrections will ensure establishment of emergency operation plans, policies, and procedures that adhere to the National Incident Management System (NIMS) and the Incident Command System (ICS) as set forth by the Department of Homeland Security and the Montana Disaster and Emergency Services Division.

## **II. APPLICABILITY**

All divisions, facilities, and programs Department-owned and contracted, as specified in contract.

## **III. DEFINITIONS**

See the [Emergency Operation Plan \(EOP\)](#) for all applicable definitions.

## **IV. DEPARTMENT DIRECTIVES**

### **A. General Comments**

1. The Department has established an Emergency Operation Plan (EOP) that provides a comprehensive emergency management program to comply with NIMS provide a means to meet the following goals:
  - a. utilize available resources;
  - b. mitigate or prevent potential emergencies or disasters whenever possible;
  - c. prepare to deal efficiently with the effects of inevitable events;
  - d. respond to needs and save lives;
  - e. ensure the protection of our communities and property; and
  - f. promote a means to recover rapidly from damages.
2. The EOP is a reference of emergency-disaster information that includes the basic source of data considered necessary to accomplish the various types of emergency missions, outlines for the user regarding what is to be done and who is to do it; and where and why the response will be effective.
3. The administrator, or designee, of each participating division, facility, or program is responsible for the following:
  - a. develop operational procedures describing how to execute assignments in support of the EOP that adhere to the standards set forth in the EOP, NIMS, and ICS;
  - b. identify and designate a primary and alternate staff person as the emergency manager;

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- c. provide contact information for the appointed emergency manager personnel to the Department's emergency planning and preparedness manager (EPPM) including changes to contact information or personnel within 2 calendar days;
- d. conduct an annual review of operational procedures and annotate such review in writing and provide results of the review to the EPPM within 3 business days; and
- e. upon request, provide the EPPM with emergency management operational procedures within 2 business days of the request.

## V. CLOSING

Direct questions concerning this policy to the Department's emergency planning and preparedness manager.

## VI. REFERENCES

- A. [2-15-112, MCA; 7-33-2108, MCA; 10-3-101, MCA; 10-3-103, MCA; 10-3-104, MCA; 10-3-406, MCA; 10-3-703, MCA; 10-3-1203, MCA; 45-7-306, MCA; 53-1-203, MCA](#)
- B. [42 U.S.C. § 5121-5206](#)
- C. [The National Response Framework, January 2008](#)

## VII. ATTACHMENTS

[3.2.1 \(A\) Emergency Operations Plan \(EOP\)](#)